

MINUTES
Budget Committee Meeting
May 27, 2010

The meeting was called to order at 6:00 p.m. by Chair Galindez. Present were Councilors Catherine Arnold, Betty Bode, Cathy Stanton and Councilor Marc San Soucie was present via a telephone conference call and also present were Members Randy Blake, Allen Dawson, Ian King, and Keith Parker. Also present were Mayor Denny Doyle, Randy Ealy, Assistant to the Mayor; Patrick O'Claire, Finance Director; JJ Schulz, Senior Accountant; Ed House, Library Director; Jerry Allen, Assistant General Services Director; Pat VanOsdel, Public Works Manager 1, Jayne Scott, Beaverton Arts Commission Director; Scott Keller, Senior Program Manager; Amy Miner, Public Information Liaison; Cathy Jansen, Deputy City Recorder; and Joanne Harrington, Recording Secretary.

Mr. O'Claire distributed three amendment packets. He reviewed the Budget Amendments. He said that only the Budget Committee members will vote on Budget Amendment Packet No. 2.

Library Fund

Mr. House reviewed the proposed budget for the Library Fund. He said there are no significant changes in the administrative program; however, they are working with a space planner to optimize the space usage at the library.

Mr. House said the Technical Services program is adding a .5 FTE to keep up with the increased book budget.

Mr. House said the Circulation Division of the library is adding a .3 FTE which will be divided up amongst three current employees. He said this will help better schedule the library's peak loads when they are trying to handle the materials returned to the library and get the items back on the shelves in a timely manner.

Mr. House said the Reference Division of the library is adding a .25 FTE which will be dedicated to the interlibrary loan requests. He said this workload has increased dramatically over the years. He said the Reference Division is the largest user of the book budget.

Mr. House said the Children's Services Division is adding 20 hours a week to help the library keep up with the programs and its huge attendance, and also to provide support for the Branch Library.

Mr. House said there are no significant changes in the Young Adult Services which serves the youth in middle and high school.

Mr. House said the Branch Library is a new program. He commented that there will be considerable reduction in the proposed budget for the Branch Library because during the current year there have been one-time expenditures to get the Branch up and running, which included tenant improvements, shelving, furniture, computers, and a new collection.

Mr. House said when preparing the proposed budget for the Branch Library, he neglected to include the triple net lease costs. He said that a budget amendment has been prepared to include this cost.

Councilor Arnold asked Mr. House to discuss the Branch Library's opening celebration. Mr. House said it is scheduled to open Friday, June 25th at noon. Mr. House said that he anticipates it to be well used and he thanked the Budget Committee and Council for approving it.

Councilor San Soucie thanked Mr. House for the detailed information in the budget's goals and objectives. Councilor San Soucie asked Mr. House if the library could track the number of people visiting the library, the number of items checked out per person, and the demographics of people visiting the library.

Councilor Stanton pointed out that the self-check numbers have continually gone up and that requires a library card.

Library Trust Fund

Mr. House reviewed the proposed budget for the Library Trust Fund. He explained that the purpose of this fund is to have a place for funds that has been donated to the Library.

Councilor Stanton asked about the budget item regarding budget cost per service population. Mr. O'Claire explained that the item shows the budget amount per population and that it is not a meaningful indicator for this particular fund.

City Council

Mr. Ealy reviewed the proposed budget for the City Council. He stated the five cornerstones that have been established through the visioning process: build community, provide high quality public services, Improve mobility, create a vibrant downtown, and enhance livability.

Mr. Ealy said the main points that the Council have come up with are the following: Establish a strategic direction for business, a marketing plan for Beaverton, Branding Beaverton, Business attraction strategy, Recruiting for the Community Development Department, Focus on Capital and Economic Development, Shape Beaverton's future, Set ambitious 40 and 50 year targets for the City, Respond to the Visioning Advisory Committee, Set the course for downtown redevelopment.

Mr. Ealy said the budget goals and objectives for the Council need to clarify that a Council work session is actually an open meeting to the public.

Councilor Stanton pointed out that sometimes a work session takes place during a Council meeting.

Mr. Ealy said \$40,000 has been budgeted for operational management analysis study.

Councilor San Soucie said the Council needs to discuss which candidates would be suitable to use for the management analysis study.

Councilor Arnold said it is good to have this money in the budget so if something comes up and the Council wants to look at something, they can.

Councilor San Soucie asked how the students are selected to attend the NLC conference and how are the students selected, who attended in 2010, and can the Council request a report from the students that tells their reaction and what they learned on the trip.

Councilor Stanton said she is the liaison to the Mayor's Youth Advisory Board. She said two kids went this year, but in past years as many as six or eight went. Councilor Stanton said that it would be possible to get a report.

Mayor's Office

Mr. Ealy reviewed the proposed budget for the Mayor's Office. Mr. Ealy distributed a list of about 300 events that the Mayor's Office stays connected with throughout the year. He said there is a significant overtime hours being incurred and the additional FTE that they are requesting will help reduce that.

Councilor Arnold expressed concern about a new FTE and asked if there has been any analysis of the overtime costs that have been incurred for the events.

Councilor Stanton said the new FTE would coordinate the events.

Councilor Arnold again expressed concern about hiring another FTE as the City is laying off employees.

Mr. Allen said the events will increase by 6 in the next fiscal year. He said the supplemental budget includes increases to cover overtime for events. He said the increase in Extra Help and overtime for these events totals about \$30,000. He said if the new position is approved, it will be filled by someone who was laid off.

Mr. Galindez summarized the situation of a new FTE and additional events.

Councilor Arnold asked how the new position will save the City money in other areas.

Mr. Allen explained how they are trying to make the city a much more desirable place for multi cultures.

Councilor San Soucie said he is pleased with the list of new events that are proposed for the new fiscal year as they hit the target that we heard from the public in the visioning process. He agreed that this kind of issue should have come up sooner at a round table discussion. He said he supports hiring an FTE to help the Events Coordinator.

Mr. King asked if the new Sister City .30 FTE increase from .5 FTE to .8 FTE is needed now because the new Sister City events are just getting started. He said maybe a year from now there will be a need for this.

Mr. Ealy asked Mr. Allen to comment.

Mr. Allen explained that they are looking at how they could exchange commerce with a potential Sister City in Mexico. He said activities could ramp up very quickly. He said the Sister City Program Coordinator has needed to work significant overtime.

Councilor Stanton said she agrees with Mr. King that the additional Sister City .3 FTE and the Sister Cities philosophy should be discussed as a future Council round table topic.

Councilor Bode said she never considered Sister Cities was for economic development because of the cultural exchange which has value in itself.

Councilor Stanton said she is comfortable with the additional .3 FTE for the Sister Cities position.

Ms. VanOsdel reviewed the Facilities goals for the upcoming fiscal year. She said that she looks forward to possible land acquisitions and creating a space plan for City Hall.

Mr. Ealy said they thought it would be a wise move to have Ms. VanOsdel working with the Mayor on a day to day basis and for that reason the Facilities Program was transferred into the Mayor's Office.

Councilor San Soucie said that top priorities of the Council were strategic land acquisitions and developing a facilities space plan. He is glad the Facilities program has been moved to the Mayor's Office.

Councilor Stanton said that she concurred with Councilor San Soucie's comments.

Mr. Keller reviewed the Sustainability & Recycling program's efforts.

Councilor Stanton discussed the efforts and challenges of the Partner's for Sustainable Washington County. She said that she would like to see the sustainable-related items broken out into a separate line item in the budget.

Councilor San Soucie said he supports the City's continued engagement with the Partner's for Sustainable Washington County (PSWC). He concurred with Councilor Stanton about budgeting the sustainability items in a separate line item so they can be tracked.

Mr. Ealy said the Neighborhood and Community Services Program spent a significant amount of effort paying attention to the low income families. He said that they participated in delivering 4,500 emergency food distributions, in the Giving Garden which produced about 1,500 pounds of fresh vegetables, and put on an event fundraiser at the movie theater and raised \$6,000 for the Beaverton School District homeless.

Councilor Bode said the City's printing costs are phenomenal. She said the City should look at a more sustainable way to distribute information without printing it. Mr. Ealy said they will make a more sustainable effort by using electronic messaging.

Mr. Keller explained that the Neighborhood Program primarily emails their notices; however, occasionally they opt to mail a notice.

Councilor Stanton commented that PSWC has zero budget for postage and printing.

Mayor Doyle said he questions every time they send out a mailing and that the point is well-taken.

Councilor Bode said the City needs to role-model what they promote.

Mr. Allen reviewed the services provided by the General Services Department.

Councilor San Soucie said it would helpful to find a way to post as many as possible documents related to Council work in a broad searchable PDF form as opposed to the scanned form that they are posted in today.

Councilor Bode said with the technology that the City has available with Granicus; they should consider using it for more of a public process and using it for Traffic Commission meetings.

Mr. Ealy said he liked Councilor Bode's idea and that he will talk with staff about it and will present a proposal to City Council.

Mr. Keller discussed the highlights of the Reprographics Department. Mr. Keller said the City's paper use is substantially down and the supply line item is \$13,000 less than what was proposed last year. He believes they have been successful at being more sustainable. He said Reprographics printing expenses appear to have increased this year because the \$85,000 printing of the City newsletter moved from the Mayor's Office to the Reprographics. He said another cost saving effort is that the information postcards that they send out will now provide information regarding multiple events rather than just one and this will be for essentially the same cost.

Ms. Scott reviewed the efforts of the Beaverton Arts Commission.

Councilor Bode asked what the proposed .5 FTE will be doing. Ms. Scott explained that they have a newly adopted public arts plan and have a lot of work to do to accomplish the goals.

Mr. O'Claire reviewed the Energy and Conservation Grant.

Public Hearing

Chair Galindez opened the Public Hearing portion of the meeting at 7:30 p.m. for general public input on the budget.

Russ Draper was present to speak. He referred to page 1042 in the Council section of the budget, and said he is confused about the reduction of the number of Council meetings and an increase in the number of Council workshops scheduled in a year.

Chair Galindez said there had been a lot of discussion regarding this issue earlier in the evening. He explained the reason for the change in the number of Council meetings and workshops.

Mr. Draper asked if this change would restrict the public input.

Councilor Stanton said it would not. She said they will add a visitor's comment portion to all Council meetings and study sessions.

Councilor Bode said the Council workshops need to have the same framework as a Council meeting.

Councilor San Soucie reiterated and concurred with Councilor Stanton's comments regarding the Council meetings and work sessions.

John Somoza was present to speak. He said the budget seems to be split into to categories: necessities and niceties. He said the Budget Committee needs to sharpen their pencils because livability in Beaverton is also affordability and it is tough for many citizens to make ends meet in this economy.

Ernie Conway was present to speak. He thanked and commended Mr. O'Claire for his immediate responses to questions and thorough knowledge of what is happening in the City and what needs to be done. He said it would be beneficial and more transparent to improve the department goals by being more explicit.

The public portion of the Public Hearing was closed at 7:50 p.m.

Chair Galindez opened the meeting for a public hearing regarding the proposed uses of State Revenue Sharing funds at 7:50 p.m.

There was no public testimony. The public hearing was closed at 7:51 p.m.

Chair Galindez called for a motion to approve the FY 2010-11 Budget as submitted.

Member King MOVED/SECONDED by Member Parker to approve the FY 2010-11 Budget as submitted. The Chair then asked for discussion on the following budget amendments.

Chair Galindez asked Mr. O'Claire to discuss the budget amendments. Mr. O'Claire explained that Amendment Packet No. 1 and Packet No. 2 should be processed separately. Packet No. 1 should be voted on by the whole member of the Budget Committee, but on Packet No. 2 that has to do with the Mayor's compensation should be approved by the lay members of the Budget Committee, and the Council members can abstain from the vote.

Councilor San Soucie MOVED/SECONDED by Councilor Stanton to approve Amendment Packet No. 1 as submitted. The motion CARRIED unanimously.

AMENDMENT PACKET 1.

1. General Fund – Building Maintenance Services:

Carryover \$20,000 from FY 09-10 for the initial construction of a perimeter fence on the north side of City Hall to safeguard the police fleet.

Account No.	Account Title	FY 2010-11 Amended Recommended
001-10-0450-384	Building Maintenance Projects	\$20,000
001-13-0003-991	General Fund Contingency	(\$20,000)

2. General Fund – Sustainability & Recycling Program:

Carryover of Commercial Food Waste Recycling Metro IGA. This is a new grant and the revenue is expected to be received in FY 2009-10 and expenditures are anticipated to occur in FY 2010-11.

Account No.	Account Title	FY 2010-11 Amended Recommended
001-10-0657-481	Other Expenses	\$25,000
001-13-0003-991	General Fund Contingency	(\$25,000)

3. General Fund – Non-Departmental:

Additional one-time funding for social services to supplement the existing funding level at \$2.10 per capita in State Revenue Sharing Fund totaling \$183,750 and \$99,377 in Block Grant Fund.

Account No.	Account Title	FY 2010-11 Amended Recommended
001-13-0003-383	Community Services	\$100,000
001-13-0003-991	General Fund Contingency	(\$100,000)

4. General Fund – Non-Departmental – Beaverton Central Plant:

To correct the recommended budget as these appropriations were removed from the proposed budget through the Internal Review process. However, they were not removed from the budget preparation system and therefore inadvertently remained in the recommended budget.

Account No.	Account Title	FY 2010-11 Amended Recommended
001-13-0003-991	General Fund Contingency	\$27,000
001-13-0006-321	Travel and Subsistence	(\$1,500)
001-13-0006-326	Training	(\$2,000)
001-13-0006-682	Construction	(\$23,500)

5. General Fund – Community Development Department:

Transfer one FTE Senior Planner position including the associated salary and fringe benefits from the Planning Division to the Downtown Redevelopment program.

		FY 2010-11 Amended Recommended
Account No.	Account Title	
001-70-0662-105	Senior Planner	\$76,874
001-70-0662-299	Payroll Taxes and Fringe Benefits	\$44,524
001-70-0676-105	Senior Planner	(\$76,874)
001-70-0676-299	Payroll Taxes and Fringe Benefits	(\$44,524)

6. General Fund – Community Development Department:

Transfer three FTE Support Specialist 2 positions including the associated salary and fringe benefits from the Planning Division to the Admin and Support program.

		FY 2010-11 Amended Recommended
Account No.	Account Title	
001-70-0661-221	Support Specialist 2 (Three FTE)	\$138,243
001-70-0661-299	Payroll Taxes and Fringe Benefits	\$96,459
001-70-0676-221	Support Specialist 2 (Three FTE)	(\$138,243)
001-70-0676-299	Payroll Taxes and Fringe Benefits	(\$96,459)

7. General Fund – Community Development Dept. - Planning Division:

Additional funding for the Civic Plan project due to the City not receiving Construction Excise Tax (CET) grant funding from Metro as originally anticipated.

		FY 2010-11 Amended Recommended
Account No.	Account Title	
001-70-0676-511	Professional Services	\$206,000
001-13-0003-991	General Fund Contingency	(\$206,000)

8. Library Fund – Branch Library:

Increase Rents and Leases by \$48,310 to reflect that the amount in the proposed budget for the lease space at the Branch Library location did not include the triple net lease costs (common area maintenance, management fee and insurance).

		FY 2010-11 Amended Recommended
Account No.	Account Title	
115-35-0558-551	Rents and Leases	\$48,310
115-35-0551-991	Library Contingency	(\$48,310)

9. Public Works Administration Fund:

To correct the recommended budget as the appropriations for the Support Specialist 3 position were removed from the proposed budget through the Internal Review process. However, they were not removed from the budget preparation system and therefore inadvertently remained in the recommended budget. The Support Specialist 3 FTE was eliminated due to the incumbent in the position is being reclassified to the Administrative Assistant as part of the Recommended FY 2010-11 Budget.

Account No.	Account Title	FY 2010-11 Amended Recommended
605-85-0681-991	Public Works Admin Contingency	\$87,267
605-85-0681-213		(\$49,201)
605-85-0681-299	Payroll Taxes and Fringe Benefits	(\$38,066)

Member King MOVED/SECONDED by Member Dawson to approve Amendment Packet No. 2 as submitted.

Mr. Blake asked if the City Council gets paid for mileage.

Mr. O'Claire said the Councilor's stipend is set at \$1,200 per month and it takes into consideration the number of meetings they attended per month and the stipend was intended to reimburse them for their normal routine incidentals. He said there have been some extraordinary types of mileage activities and they have submitted those for separate reimbursement under the IRS guidelines.

Mr. Parker asked if there was a policy regarding extraordinary mileage.

Mr. O'Claire said he reviews all separate Council mileage reimbursement requests and determines whether they are extraordinary or routine.

Mr. Dawson asked if the Councilor's stipend came out of the \$72,000 that was budgeted in the Councilor's budget.

Mr. O'Claire confirmed Mr. Dawson's inquiry, and added that mileage reimbursements would be charged to the mileage reimbursement line item.

Mr. O'Claire explained that the reason for the Councilor's stipend now being paid out of Personal Services is for IRS tax purposes.

Councilor San Soucie asked how often the extraordinary travel expenditures come up.

Mr. O'Claire said the incidents are very rare and he has only seen three in the last three years. He explained that regular travel for the Councilors outside the metropolitan area is reimbursed through the travel advance system, similar to regular employees.

Chair Galindez said only the lay members of the Committee can vote on Packet No. 2. The motion passed without opposition.

AMENDMENT PACKET 2.

1. General Fund – Mayor’s Administration:

Increase the monthly vehicle allowance for the Mayoral position from the current \$350 per month to \$495 per month effective July 1 2010. The vehicle allowance has not been increased since it was first enacted in 1995.

		FY 2010-11 Amended Recommended
Account No.	Account Title	
001-10-0521-461	Special Expense	\$1,740
001-10-0521-299	Payroll Taxes and Fringe Benefits	522
001-13-0003-991	General Fund Contingency	(\$2,262)

Chair called for a vote on approving the Proposed FY 2010-11 Budget as amended and forward it to City Council for approval. The motion CARRIED unanimously.

Chair entertained a motion to approve the meeting minutes from the November 5, 2009, Budget Committee Meeting.

Member Dawson MOVED/SECONDED by Councilor Stanton to approve the meeting minutes from the November 5, 2009, Budget Committee Meeting. The motion CARRIED. Councilor Arnold and Ian King abstained from voting.

Supplemental Budget S-10-2

Mr. O’Claire reviewed the Supplemental Budget. Mr. O’Claire proposed the following amendments to the Supplemental Budget.

1. General Fund – Sustainability & Recycling Program:

Record receiving revenue for the Commercial Food Waste Recycling Metro IGA which will be carried over to FY 10-11 and is reflected in the Budget Amendments.

		FY 2009-10 Supplemental Amendment
Account No.	Account Title	
001-03-0000-329	Other Intergovernmental Revenue	\$25,000
001-13-0003-991	General Fund Contingency	\$25,000

2. General Fund – Municipal Court:

Transfer a portion of an employee settlement payment from the General Fund to the Insurance Fund. The supplemental budget request was to fund the settlement agreement payment 100% through Personal Services in the Court department. However, the parties agreed to have \$35,350 paid from the Insurance Fund's General Liability Program, through which the City will seek partial reimbursement from its insurance carrier.

Account No.	Account Title	FY 2009-10 Supplemental Amendment
001-45-0571-223	Personal Services - Court Clerk	(\$35,350)
001-13-0003-819	Transfers to Insurance Fund	\$35,350
706-03-0010-411	Transfers from General Fund	\$35,350
706-40-0010-521	Third Party Liability Claims	\$35,350

3. General Fund – Building Maintenance Services:

Remove supplemental budget request for \$20,000 to fund the initial construction of a perimeter fence on the north side of City Hall to safeguard the police fleet. The project will be funded entirely out of the FY 2010-11 Recommended Budget as amended.

Account No.	Account Title	FY 2009-10 Supplemental Amendment
001-85-0450-384	Building Maintenance Projects	(\$20,000)
001-13-0003-991	General Fund Contingency	\$20,000

4. Water Fund – Infrastructure Projects:

Additional appropriation for the emergency utility improvement project on Berry Hill Lane from Indian Hills to 425 feet northwest of the intersection of Indian Hills / Berry Hill Lane.

Account No.	Account Title	FY 2009-10 Supplemental Amendment
501-75-3701-682	Construction	\$195,000
501-75-3701-683	Const Design and Engineering Inspection	\$30,000
501-80-0741-991	Water Fund Contingency	(\$225,000)

5. Various Funds

Additional appropriation to fully fund estimated accrued absences at year end.

Account No.	Account Title	FY 2009-10 Supplemental Amendment
106-10-0611-299	Payroll Taxes and Fringe Benefits	\$1,000
106-10-0611-461	Special Expense	(\$1,000)
114-80-0669-299	Payroll Taxes and Fringe Benefits	\$2,000
114-80-0669-991	TIF Contingency	(\$2,000)
605-85-0681-299	Payroll Taxes and Fringe Benefits	\$2,700
605-85-0681-991	Public Works Administration Contingency	(\$2,700)
706-40-0010-299	Payroll Taxes and Fringe Benefits	\$50
706-40-0010-991	Insurance Agency Fund Contingency	(\$50)
706-40-0014-299	Payroll Taxes and Fringe Benefits	\$500
706-40-0014-991	Insurance Agency Fund Contingency	(\$500)
706-40-0016-299	Payroll Taxes and Fringe Benefits	\$2,100
706-40-0016-991	Insurance Agency Fund Contingency	(\$2,100)
708-10-0800-299	Payroll Taxes and Fringe Benefits	\$4,000
708-10-0800-991	Beaverton Arts Commission Fund Contingency	(\$4,000)

The Chair reviewed the Supplemental Budget page by page. There were no questions concerning the Supplemental Budget.

Councilor San Soucie suggested a change to the Supplemental Budget presentation. He said it is sometimes difficult to get a picture of how all these entries relate to each other. He suggests coming up with a different organization of the information that groups related entries together to show how they all interact with each other. He would also like to see a summary of the overall net change in revenue and expenditures by fund to get a bigger picture of all the details.

Mr. O'Claire said that was an excellent observation. He said pages 12 and 13 give a high level summary of the changes for each category by department.

Councilor Stanton concurred with Councilor San Soucie's comments.

Councilor San Soucie asked when they will see the FY 2009-10 with the supplemental adjustments.

Mr. O'Claire said most of the supplemental adjustments are reflected in the budget estimate column.

The Chair entertained a motion to approve the proposed Supplemental Budget Amendments as presented.

Mr. King MOVED/SECONDED by Mr. Blake to approve the proposed Supplemental Budget Amendments as presented. The motion CARRIED unanimously.

The Chair entertained a motion to approve Supplemental Budget S-10-2 as amended and recommend the Supplemental Budget to the City Council for adoption.

Mr. Blake MOVED/SECONDED by Mr. King to approve Supplemental Budget S-10-2 as amended and recommend the Supplemental Budget to the City Council for adoption. The motion CARRIED unanimously.

Special Council Meeting

A Special Council Meeting was called to order at 8:21 p.m. by Mayor Dennis Doyle. Present were Councilors Arnold, Bode, San Soucie, and Stanton.

Mayor Doyle called a Public Hearing on Agenda Bill 10094, A Resolution adopting the Supplemental Budget S-10-2 for the fiscal year commencing July 1, 2009, and making appropriations there from Resolution 4021.

Public Hearing

A Public Hearing was called at 8:22 p.m. for the adoption of the Supplemental Budget for FY 2009-10, there being no public testimony the Public Hearing was closed at 8:22 p.m.

Councilor Stanton MOVED/SECONDED by Councilor Bode that the City Council approve Agenda Bill 10094, A Resolution Adopting a Supplemental Budget (#S-10-2) for the Fiscal Year Commencing July 1, 2009, and Making Appropriations Therefrom, as amended. The Motion CARRIED unanimously.

Action Item, Agenda Bill 10101, Consideration of appointment to fill Council vacancy Number 4.

Councilor San Soucie said the Council agreed that if there was a clear winner in the election, they would consider appointing that winner to Council Dalrymple's position.

Councilor Arnold MOVED/SECONDED by Councilor Stanton to appoint Ian King to the vacant Council spot.

Mayor Doyle asked for discussion.

Councilor Stanton said she is comfortable doing that because she recalls the previous conversation that they had.

Councilor Bode said she can support the motion and the election will be certified on June 2.

The MOTION CARRIED unanimously.

Mayor Doyle called for a motion to set a public hearing date of June 21, 2010, for the adoption of the FY 2010-11 Budget and the proposed use of State Revenue Sharing Fund.

Councilor Stanton MOVED/SECONDED by Councilor San Soucie to set a public hearing date of June 21, 2010, for the adoption of the FY 2010-11 Budget and the proposed use of State Revenue Sharing Fund. The MOTION/CARRIED unanimously.

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There being no further business to discuss the Special Council Meeting was adjourned at 8:26 p.m.

There being no further business to discuss the Budget Committee Meeting was adjourned at 8:27 p.m.

Recorded by
Joanne Harrington
Recording Secretary

APPROVED BY Allen Dawson, Secretary